

Council/Agency Meeting Held: _____		City Clerk's Signature _____
Deferred/Continued to: _____		
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied		
Council Meeting Date: 11/15/2004	Department ID Number: C394-031	

CITY OF HUNTINGTON BEACH REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: HONORABLE MAYOR CITY COUNCIL MEMBERS

SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: JIM B. ENGLE, COMMUNITY SERVICES DIRECTOR *JE*

SUBJECT: Amend the Community Services Department Table of Organization by Adding a Senior Services Assistant

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Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)
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Statement of Issue: The Senior Transportation Program within the Community Services Department has increased the number of trips it provides to Huntington Beach seniors by almost 300% in the last 18 months. There is a need to fund one full-time Senior Services Assistant for FY 04-05 using Senior Mobility Program grant funds.

Funding Source: Senior Mobility Program grant funds, Account number 76545502; funding to be transferred from recurrent to permanent salaries.

Recommended Action: Motion to:

Amend the Community Services Department Table of Organization to add one full-time permanent Senior Services Assistant position to operate the Senior Transportation Program.

Alternative Action(s): Continue to operate the Senior Transportation Program using part-time dispatchers which periodically negatively impacts drivers and senior passengers due to lack of consistency.

Analysis: Over the past 18 months, the Senior Transportation Program within the Recreation, Human and Cultural Services Division of the Community Services Department has increased the number of trips provided to seniors by almost 300%. In April of 2003, the program provided 910 trips for non-emergency medical appointments, Senior Center activities, and grocery shopping. After upgrading the program beginning in April of 2003, the number of trips has increased to 2,594 in September 2004. The receipt of a 10-year transportation grant from the Orange County Transportation Authority (OCTA) in June of 2002 has enabled the department to increase part-time staff to meet the demand for senior transportation. Based on California Department of Finance, US Census projections, Huntington Beach can expect a 64% increase in population aged 60 and older between now and 2020.

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REQUEST FOR ACTION

MEETING DATE: 11/15/2004

DEPARTMENT ID NUMBER: CS04-031

Recently, substantial staff time has been invested in locating, evaluating, and training new part-time transportation dispatchers. Each individual requires up to two weeks to two months of training, depending on their experience level, to provide reasonable, efficient and safe service to the public. The turn over is high with recurrent employees either because they are inexperienced and not well suited to the transportation environment or because they are working part-time while looking for full-time employment. Thus, staff anticipates continually having to go through the recruiting, evaluating, and training process to keep the senior transportation program properly staffed. (Attachment 1)

As referenced earlier, the City of Huntington Beach is entering the third year of a 10-year agreement with OCTA to receive funding for the Senior Mobility Program. The present annual grant award is \$123,000 with \$105,000 appropriated for personnel costs. Currently personnel costs include a portion of the Transportation Coordinator's position, as well as part time hours for recurrent drivers. The cost of the permanent Senior Services Assistant is \$32,000 to \$41,000, including benefits, depending upon salary step at the time of hire. With the proposed staffing addition, recurrent drivers would be funded through other donations received by the Council on Aging (COA) and the Senior Services Assistant position would be funded entirely through the grant funds. There are no grant restrictions prohibiting this change and no net service loss will be realized.

In summary, adding one full-time Senior Services Assistant to the Community Services Department Table of Organization (Attachment 2) to provide dispatch services will allow staff to better maintain the quality, effectiveness and safety of the program while meeting the growing needs for senior transportation in Huntington Beach.

Environmental Status: N/A

Attachment(s):

City Clerk's Page Number	No.	Description
33	1.	Senior Services Organization Chart
	2.	Community Services Table of Organization

E-7.2